

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 10, 2016

Closing Date: Open until filled

**ADMINISTRATIVE SPECIALIST II, Pay Grade 8
Fraud & Consumer Protection Division, Investor Protection Unit
New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist II, Pay Grade 8, provides secretarial support to Deputy Attorneys General and other professional staff in the Fraud & Consumer Protection Division, Investor Protection Unit ("IPU"), in New Castle County. This Administrative Specialist's duties involve:

- Process and distribute mail,
- Receive and process securities filings both in paper electronically,
- Mail permits to securities issuers when their filings have been approved,
- Track and update SEC effectiveness notifications for securities offerings,
- Prepare weekly deposit consisting of physical checks and electronic payments from multiple sources,
- Update IPU library with new material provided by publishers,
- Order supplies for IPU,
- Route incoming calls to appropriate staff members via database phone log, and
- Review and respond to emails from other securities regulators, investors, and securities industry professionals.

This Administrative Specialist will also be part of the rotation schedule as back up coverage to the main Receptionist.

Minimum Qualifications:

- Must be detail-oriented, well-organized and possess good communication skills
- Must be proficient in Microsoft Word and Excel and have some data entry experience
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to answer telephones and take accurate messages

Internal applicants: Please send an updated Resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6th Floor, Carvel State Building, Wilmington, DE 19801 or e-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.